

CalSTRS

JOB OPPORTUNITY

**LOCATION: SANTA CLARA COUNTY OFFICE OF EDUCATION
1290 RIDDER PARK DRIVE - SAN JOSE CA, 95131**

CalSTRS is a equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, Age, religious or political affiliation, or sexual orientation. Reasonable accommodations available upon request.

August 11, 2000

<u>POSITION:</u>	ASSOCIATE PENSION PROGRAM ANALYST
<u>SALARY/MAX:</u>	\$3,764 - \$4,576
<u>TENURE:</u>	PERMANENT – FULL TIME
<u>FINAL FILING DATE:</u>	AUGUST 25, 2000 or UNTIL FILLED

All interested applicants must submit a standard state application (STD. 678) to:
**STATE TEACHERS' RETIREMENT SYSTEM
7667 FOLSOM BLVD, MS-80
SACRAMENTO, CA 95826**

CONTACT: **DOLORES CAREY, (916) 229-4236**

DUTIES:

Under the general supervision of the Pension Program Manager I this position requires:

- Regular travel off-site to evaluate and monitor retirement programs;
- Works with county offices of education in negotiation of contracts, billing, etc;
- Works with program administrator to improve delivery of support services to counselors including interview accommodations;
- Provides support/direction to counselors who conduct workshops/interviews;
- Provides phone support to counselors needing assistance with cases;
- Assists in the preparation of the annual contract budget, budget change proposals, etc.;
- Plans travel requirements;
- Completes special projects that have program/departmental impact.

ESSENTIAL SKILLS AND COMPETENCIES:

- Willingness/ability to relocate to the Bay Area or commute;
- Ability to work independently, and as a team member;
- Self starter, motivated, and organized;
- Strong writing and interpersonal skills;
- Personable and tactful in dealing with varying circumstances and individuals;
- Familiarity with PC applications;
- Willingness to be creative and take initiative.

IT IS THE RESPONSIBILITY OF INCUMBENT TO RELOCATE OR COMMUTE

SROA/SURPLUS CANDIDATES ARE ENCOURAGED TO APPLY